



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>8545-DSA</b>
ANALYST'S INITIALS	<b>pmc</b>
DATE	<b>06/01/07</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Senior Architect</b>	POSITION NUMBER 720-250-3961-901	TENURE <b>PERMANENT</b>	TIME BASE <b>Full Time</b>	CBID R04
OFFICE OF <b>Division of the State Architect</b>	LOCATION OF POSITION (CITY or COUNTY) <b>SACRAMENTO</b>		MONTHLY SALARY <b>Range:</b>	
SEND APPLICATION TO:	REPORTING LOCATION OF POSITION <b>1102 Q Street, Suite 5200</b>		<b>\$6465</b>	
<b>Division of the State Architect 1102 Q Street, Suite 5200 Sacramento, CA 95814</b>	SHIFT AND WORKING HOURS <b>DAYS - 8:00am to 5:00pm (flexible)</b>		<b>to</b>	
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>		<b>\$7857</b>	
	PUBLIC PHONE NUMBER <b>(916) 445-8730</b>	PUBLIC PHONE NUMBER	POST & BID FILE BY:	
<b>Attn: Derrick Tsang</b>	SUPERVISED BY AND CLASS TITLE <b>Saher Yassa, Supervising Architect</b>		FILE BY <b>06/15/07</b>	

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

## DUTIES

Under the general direction of the Supervising Architect, the incumbent performs the duties of the Project Intake Specialist, which includes the initial review of project plans and specifications submitted to DSA for plan review. Plans are reviewed for access compliance, fire & life safety, and structural safety to ensure compliance with minimum specifications prior to being accepted and/or assigned.

## ESSENTIAL FUNCTIONS

To ensure uniformity and consistency and compliance with Title 24 California Code of Regulations, Administrative Code and Building Code, follows the DSA Project Submittal Guidelines to:

- Evaluate all construction packages (plans, specifications, required forms, fees, etc) submitted by DSA clients for completeness prior to acceptance for formal plan review.
- Evaluate complex and varied structural, access, and fire and life safety issues for minimum specifications prior to being accepted and/or assigned

To ensure plans meet or exceed Title 24 energy compliance, manages the Energy Review Program for Plan Check and Proposition 47 Energy Allowance Grants Projects. Upon receipt of construction packages submitted by DSA clients for plan review:

- Assigns energy review projects to DSA energy consultants using the Information Management System (IMS).
- Monitors the project schedules sent to DSA energy consultants using the IMS.

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<b>Senior Architect</b>	<b>720-250-3961-901</b>	<b>8545-DSA</b>	<b>06/15/07</b>
<ul style="list-style-type: none"> <li>Approves fee proposals sent by DSA energy consultants and bills energy review fee to School districts by reviewing proposed consultant work plan and determining appropriate fee for workload based on experience and knowledge of work requirements and befitting cost.</li> <li>E-files energy documents into IMS system.</li> </ul> <p>To ensure that submittal packages (plans, specifications, required forms and fees, etc.) are sufficiently complete to be advanced to formal plan review:</p> <ul style="list-style-type: none"> <li>Assists clients and their design professionals in developing successful, comprehensive submittal packages by utilizing knowledge of the DSA plan review process and consulting with them in person or telephonically as requested.</li> </ul> <p>To determine if plans and specifications submitted by Architectural firms are acceptable, complete and ready for formal plan review process:</p> <ul style="list-style-type: none"> <li>Consults as needed with the Supervising Structural Engineer, the Access Compliance lead Senior Architect, and Fire and Life Safety Officer II personnel on complex issues by meeting with them to obtain necessary requirements for acceptance.</li> <li>Routinely works with program support personnel to determine completeness and acceptability of plans, specifications, required forms and fees as stated on the DSA checklist.</li> </ul> <p>In order to communicate project information and DSA plan review requirements to clients, incumbent utilizes E-Tracker, the Information Management System (IMS) and knowledge of the DSA Plan Review Process to respond to project-specific inquiries regarding project status from clients, as well as public and state agency inquiries regarding the DSA plan review and approval process.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>Works closely with counterparts in each of the other DSA Regional Offices (Sacramento, Los Angeles, and Oakland and Headquarters offices) to evaluate and continually improve project intake guidelines and processes for the division to ensure uniformity.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; architectural and building materials; costs, codes, and construction methods; structural, electrical, and mechanical engineering as related to buildings; specifically the California Administrative and Building Codes of Title 24.</p> <p><i>Ability to:</i> Make and analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action. Direct the work of a group of architectural designers or project architects.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><i>SPECIAL PERSONAL CHARACTERISTICS</i></p> <p>Demonstrated artistic and creative ability.</p> <p><i>ADDITIONAL QUALIFICATIONS</i></p> <p>Knowledge and understanding of requirements and guidelines of California governmental agencies, such as the CA Department of Education and the Office of Public School Construction.</p> <p>Ability to use Microsoft Office programs, E-Tracker and electronic plan review programs.</p> <p><i>INTERPERSONAL SKILLS</i></p> <p>Ability to work in a team environment with multiple disciplines.</p> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>Appropriate office attire.</li> <li>Physical demands may be characterized as LIGHT.</li> <li>Ability to move project plans and specifications.</li> <li>Ability to travel within the state on occasion.</li> </ul>			